



ACCOUNTING TECHNICIAN

FLSA Status: Non-exempt

Adopted: April 2005

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

GENERAL DEFINITION

The Accounting Technician is an experienced journey-level accounting classification. The incumbents apply specialized knowledge in the performance of advanced level paraprofessional technical accounting work. The position has a moderate degree of independence in handling payroll, account payable/receivable and other fiscal maintenance operations such as general ledger, fixed assets, financial reporting, annual audit, purchasing, business registrations, budget preparation, treasury, and related work as required.

DISTINGUISHING CHARACTERISTICS

The Accounting Technician works under the general direction and guidance of the City Manager but receives direct supervision from the Assistant City Manager on a daily basis. The Accounting Technician also receives general guidance from the City Treasurer for all treasury support activities.

TYPICAL DUTIES AND RESPONSIBILITIES

- Performs responsible accounting clerical work involving the processing, maintenance and reconciliation of financial and statistical records in an accounting system
- May provide lead direction to less experienced clerical accounting staff
- Posts, computes, compares and files a variety of routine and complex financial, accounting, payroll and statistical information utilizing manual and automated financial records processing systems
- Prepares justifications and makes recommendations for the adjustment of journals or transfer of entries to make revenue or expenditure corrections
- Searches records and provides factual data from information on file
- Assists in resolving discrepancies
- Researches and solves a variety of problems related to assigned activity
- Provides information and assistance to other agency staff and to the public regarding applicable departmental policies, rules and procedures
- Interprets financial policy, providing recommendation, and works with operational staff in solving financial problems of varied complexity
- Processes accounts payable

- Assigns purchase order and vendor numbers
- Reviews invoices for accuracy and appropriate authorization
- Ensures that funds are budgeted and available
- Prepares documentation required for payments
- Enters data into the accounts payable system to produce payment
- Reviews payroll records for completeness and accuracy
- Resolves problems and enters data into the payroll system to produce the agency's payroll
- Receives payment and prepares business license certificates
- Posts receipts, encumbrances and expenditures to various accounts
- Reconciles accounts and prepares general ledger entries
- Prepares and distributes billings for money owed to the agency for fees and services
- Performs general and specialized office support duties
- Performs other related duties as required

SPECIAL REQUIREMENTS

Essential Functions:

These functions may be performed with or without reasonable accommodation:

- Speak clearly and understandably
- Attend and participate in evening meetings as assigned
- Review reports and correspondence quickly and accurately
- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity
- On a continuous basis, must sit at a desk and in meetings for long periods of time
- Intermittently twist to reach equipment in their work area
- Perform simple grasping and fine manipulation
- Use a telephone and communicate through written means.

QUALIFICATIONS

Knowledge of:

- Principles and practices of financial administration, fund accounting and budgeting, including generally accepted accounting principles
- Methods and techniques of internal auditing and accounting
- Computer spreadsheet and accounting systems software, including word processing, and graphic software programs
- Office methods and procedures
- Methods and techniques of administrative analysis
- Administration of payroll and tax-related issues
- Application of data processing in accounting including data input, data reporting, analysis, and procedures.

Ability to:

- Analyze, interpret, and explain financial policies and procedures
- Prepare accurate and timely financial statements and reports
- Compile, correlate and analyze a large volume of written and numerical data

- Conceive, propose, implement and maintain sound fiscal procedures and records
- Conceive and effectively propose solutions to problems
- Read, comprehend and interpret rules and regulations regarding governmental operations
- Establish, maintain and foster cooperative working relations with others
- Express self clearly and concisely in written and verbal communication
- Operate a computer
- Effectively train and/or educate other employees
- Perform duties on a regular and consistent basis
- Apply information system technology.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to a two-year degree in accounting, business, finance or closely related field.
- Experience: Three to five years of progressively responsible accounting experience, preferably including at least two years of local government or non-profit agency experience. Experience with EDEN Payroll System preferred.

LICENSES AND/OR CERTIFICATES

Must possess and maintain a valid California drivers license.